

Commonwealth of Kentucky
Dept. For Facilities Management
Safety Office—Owensboro State Office Bldg.
Emergency Action Plan

311 W 2nd Street

FIRE

1. Alert others by shouting to those in your immediate area.
2. If more than one person is in the area:
 - A. One must call **EMERGENCY ALERT NUMBER 9-911** to report the situation, and remain on the phone if requested.
 - B. Another should locate a fire extinguisher and attempt to put out the fire.
 - C. *If you are alone*, you must decide which to do first: A or B, depending upon the situation or the extent of the fire.
 - D. If instructed to evacuate the building, please close all fire doors and leave the building. Then go to the assembly area for accountability check.
 - E. Exit only by nearest doorway unless that path is blocked by the fire. In that case, use a secondary exit. Go to assembly area.
 - F. Disabled persons will be assisted by designated volunteers.



IMPORTANT: If you extinguish the fire on your own, or with others, you must call to report the incident to the Owensboro Fire Department at 270-687-8408. The fire department needs to insure that there is no fire extension to other parts of the building, as well as complete the necessary report form(s).

BUILDING EVACUATION

If you are instructed to evacuate:

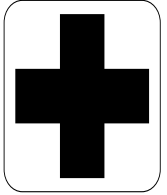


- Move to the exit designated for your use.
- Remain calm; help others as needed.
- Do not try to return to your area for any reason
- Move out and away from the building to your assembly area which is the far corners of the parking lot.
- Do not return to the building until you are given the ALL CLEAR announcement. DO NOT leave assembly areas unless you are authorized to do so.
- Be alert for emergency vehicles.

MEDICAL

If illness or injury occurs in your area:

- Render whatever aid of which you are capable, moving the patient as little as possible.
- Call **9-911** and state the problem, whether an ambulance is needed, and be as specific as possible about the problem and the location of the person needing assistance. Stay on the phone if requested. Be prepared to meet emergency personnel or have someone else direct them to the exact location.
- Protect the injured or ill person from on-lookers.
- Contact Facilities Personnel at 270-687-7099 or Roy Hill, Building Superintendent at 502-229-0918 as soon as possible.



SEVERE WEATHER

- Call **EMERGENCY ALERT NUMBER 9-911** if you believe you have information that is not known to state officials. Report facts as you know them. Stay on the line if requested. Contact Roy Hill (502-229-0918) afterwards.
- The Kentucky Division of Emergency Management monitors weather conditions and any information that would pose a threat to employees is communicated through the government warning system to state government offices with these capabilities.
- If you receive a tornado warning, please seek shelter in the areas designated as TORNADO SHELTER AREA.



EARTHQUAKE

1. Keep calm. Don't run or panic. Remain where you are.
2. If indoor, stay indoors. Seek shelter under sturdy furniture, sit or stand against an inside wall or inside doorway. Stay near the center of the building. Stay away from windows and outside doors.
3. If outside, stay in the open away from buildings and utility wires.
4. Do not attempt to leave building unless instructed.
5. Do not use candles, matches, or other open flames.
6. If in a moving car, stop, but stay inside.

BOMB OR OTHER SECURITY THREATS

1. If you receive a threat by telephone, try to obtain the maximum information from the caller, and keep the caller on the line as long as possible. Refer to the threat checklist accompanying this information, which provides for the type of questions and other information you should seek from the caller.
2. Immediately report the threat to the EMERGENCY ALERT NUMBER 9-911 and remain on the line for instructions.
3. Do not attempt to leave the building or make any decisions concerning a threat without specific instructions from personnel at the EMERGENCY ALERT NUMBER 9-911.
4. You may be asked if you see or notice anything or any object that is unusual or out of place in your area. If you see anything of this nature, do not disturb the item and immediately call **EMERGENCY ALERT NUMBER 9-911**.



5. A decision will be made upon the information provided. If an evacuation is ordered, follow instructions closely and leave the building using the designated evacuation route.

WORKPLACE VIOLENCE

- The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel and/or Facilities Security.
- This includes verbal and physical harassment, verbal and physical threats and any actions that cause others to feel unsafe in the workplace.
- It is the responsibility of all employees and management to report threatening actions whenever they occur to management.
- All threatening incidents will be investigated by management and documented in personnel files.
- A sample violence documentation form is enclosed for your convenience. If the need occurs please use it.
- Call 9-911 and/or Owensboro Police Department at 270-687-8888 if assistance is needed. Report all other incidents to 9-911 that are not covered in these procedures. If you have questions please contact the EMERGENCY NUMBER, Roy Hill at 502-229-0918 or Todd Gray at 502-564-5455 ext. #407 (Safety Specialist).

Department for Facilities Management
Sample Violence Documentation Form

Date/Time of Incident	Date/Time Reported
Reported To:	Reported By:
Location:	Type of Incident:
Perpetrator:	Victim:
Witnesses:	
Describe the Incident:	
List Actions Taken in Response:	

Report Prepared By: _____

Date Prepared: _____

**Owensboro State Office Building
Bomb Threat Checklist**

Date: _____ Exact time of call: _____

Phone number & extension the threat call was received at: _____

Exact words of caller:

QUESTIONS TO ASK - If necessary, make more notes on the reverse side of this form

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLER'S VOICE (circle all that apply) – if necessary, make more notes on the reverse side

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there background noises? _____

Remarks:

Person receiving the call: _____

Cabinet & Department & Division: _____

Office Phone Number: _____

Home Address: _____

Home Phone Number: _____

Additional Notes

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

Confidential

Owensboro State Office Building

Emergency Action Plan

OWENSBORO STATE OFFICE BUILDING

"In Place" Shelter Locations



- Orange indicates 1st Floor Shelter Areas
- Green indicates 2nd Floor Shelter Areas



FIRST FLOOR

- The numbers in each Shelter Area indicate the room or suite number the shelter occupants come from